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11 May 1950

MEMORANDUM FOR RECORD

SUBJECT: Industrial Register Cards

REFERENCE: (a) Memorandum to Chief, COAPS, from Management Officer, dated 5 May 1950, subject as above  
 (b) Draft of Proposed Memorandum for IAC Members from the DCI, dated 13 April 1949, subject as above  
 (c) Memorandum for Standing Committee Members of the IAC, dated 15 April 1949, subject as above  
 (d) Memorandum for Standing Committee Members of the IAC, dated 19 May 1949, subject as above

1. On 10 May 1950, [REDACTED] discussed Management's memorandum to COAPS, reference (a), with Dr. J. M. Andrews, [REDACTED] of OCD.

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2. Some of the points covered and OCD's comments and recommendations are as follows:

a. It was generally agreed that the backlog in the Industrial Register as mentioned in reference (d), had been eliminated.

b. While members of the staff of the Industrial Register felt that the reproduction workload of 50 copies of each card distributed (Management's estimate) was high, an examination of their distribution chart indicated that such distribution was a varying figure (from about 35 to 135) depending on the number of cards required by each agency for cross-indexing which in turn depended upon the number of "product codes" for which the card representing a particular plant was indexed.

c. As indicated in Management's memorandum, reference (a), about half of the reproduction workload under consideration can be charged directly to the U.S.A.F. "Treasure Island Project." OCD acquired this reproduction and dissemination responsibility as a result of an effort to resolve a completely unsatisfactory situation between the Industrial Register and the "Treasure Island Project." IR was receiving information from "Treasure Island" in a form that required retyping of each item on ICF cards. These cards were then reproduced and disseminated, in many cases to recipients of the original item from "Treasure Island." All such duplication and retyping was eliminated by the present system whereby the item comes from "Treasure Island" on a modified ICF form, IR completes the form and has it reproduced and disseminated. "Treasure Island" makes no dissemination of this material other than to IR. Since this system was started, the "Treasure Island Project" has been able

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to eliminate a backlog of many months standing, IR has been saved a tedious editing and retyping job and duplication of dissemination of these items has been stopped.

d. Dr. Andrews was quite positive that any plan to reduce dissemination should be very carefully studied as the various agencies receiving the ICF cards had often expressed their continued need for this information. He felt that any cut back on distribution would result in CIA receiving less and less from the various agencies.

e. The feasibility of making dissemination of compiled information on a request basis as explained in reference (c), was discussed at length. Dr. Andrews stated that while such a proposal had been made a year ago, experience indicated that it was completely unworkable. The staff required to compile the information and the irregularity of anticipated requests would be such that he felt confusion and duplication would completely nullify any possibility of gain.

f. One possible source of improvement could be in the more widespread use of the ICF form in submitting information to the Industrial Register. The bulk of reports coming to IR from service agencies are in this form, but not all. Continued pressure on this would cut down on the work required by IR to get this information in final form. The main opportunity for improvement is within CIA. While IR has obtained working level agreement from OO to have them submit industrial information on the ICF form on a trial basis, at present IR must extract and retype such information from OO reports. This information then is reproduced and is disseminated, thus duplicating the OO reports on the subject. Regarding the SO reports the situation is the same, but SO has so far refused cooperation to eliminate this duplication.

3. Informal discussion with [REDACTED] on the subject of reproduction revealed that certain changes were under consideration whereby the workload of the Reproduction Branch would be lessened. [REDACTED] felt that any proposal to the Service Agencies regarding changes in the existing reproduction system should be withheld until the 1st of July when CIA would be better able to tell if any change was necessary.

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4. As a result of the discussions it is recommended that:

a. The Air Force be approached through the Standing Committee Member regarding the possibility of the Air Force reimbursing CIA for the reproduction of "Treasure Island" reports. (If such a proposal is deemed necessary after July 1, 1950)

b. Present recipients of the regular IR-ICF cards be queried to see if the distribution can be curtailed.

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c. The present system of dissemination of ICF cards be continued and the alternative proposal of dissemination of compiled information on a request basis be abandoned.

d. Effort should be continued by IR, assisted as necessary by COAPS and Management, to induce or direct all collecting agencies both within and outside of CIA to report industrial information on the ICF form.

/s/PC

cc: Management Officer  
AD/OCD  
AD/CO

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